

THE CITY OF SALISBURY

HANDBOOK

For Employees



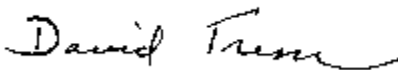
Issued August, 1994

Welcome

We welcome your employment with The City of Salisbury. You are now a member of a talented, hard-working team devoted to giving the very best service to our citizens. You can depend on appreciation for your work and concern for your needs.

This handbook gives information about our benefits, rules and procedures. Please read it carefully. If you have any questions that the Handbook does not fully answer, please ask your supervisor or ask the Human Resources Department. It is important that you understand how our policies apply to you and your job.

We wish you the very best in your job with The City of Salisbury.

A handwritten signature in cursive script that reads "David Treme". The signature is written in black ink and is positioned above the printed name of the City Manager.

David Treme, City Manager

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Issued August, 1994

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IMPORTANT NOTICE

Nothing in this Handbook is intended to create or shall be construed as creating an expressed or implied contract of employment. You can end your employment at any time for any reason. The City can end your employment at any time for any reason. Except with specific City Council authority, no representative of The City is authorized to make any contract of employment, either actual or implied, on behalf of The City.

The City retains the right, at any time for any reason, to delete, add, alter, revoke and amend:

- Provisions of this Handbook
- Terms and conditions of employment
- Benefits
- Wage rates
- All other matters relating to employment

History

Our city began as a village of several merchants and craftsmen about 250 years ago. By the end of The War for Independence, Salisbury was the western trading center for North Carolina. Its growth into a major city of the mid-1800's came with the extension of the North Carolina Railroad from Charlotte and the discovery of gold in nearby areas.

The City grew and prospered and by 1900 had seventeen manufacturing firms, many stores and hotels, and corporate headquarters of the Western North Carolina Railroad Company. The City declined in the depression and war years and was then hit hard by the closing of the Southern Railway shops in nearby Spencer in 1960.

The citizens of Salisbury rebounded with pride and appreciation for the charm and heritage of our city. A coalition of government, service organizations and private citizens have been working to build a prosperous city that serves the needs of its people. Salisbury was recognized as an All-American City, an award for civic progress that is given to 11 cities across the nation. The restoration of the railroad depot, other historic sites and downtown landmarks make our city an attractive one. The growth of businesses of all kinds contributes to our prosperity. Our recreation centers, social service agencies, medical facilities and cultural activities bring wholesome benefits to our citizens.

History (cont'd.)

In 1988, the City Council adopted a strategic growth plan - Salisbury 2000 - that will guide us into the next century. All employees of The City of Salisbury will share in the excitement and rewards of providing our citizens with the highest quality of life in a vital, attractive and prosperous city.

Government

The City has a Council Manager form of government. It is governed by a five-member City Council. The Council is non-partisan and is elected every two years. The Council authorizes the City Manager to administer The City's policies. The Human Resources Department and all supervisors share responsibility for personnel matters.

Departments

There are nine departments in The City. Each has a Department Head:

- **Administration**
- **Finance**
- **Fire**
- **Parks & Recreation**
- **Land Management and Development**
- **Human Resources**
- **Police**
- **Public Services**
- **Water & Sewer Utility**

Titles/Levels

- **City Manager**
- **Assistant City Manager**
- **Department Head** - Sometimes titled Director; Police Chief in the Police Department; Fire Chief in the Fire Department.
- **Division Manager** - Captain in the Police Department; Assistant Fire Chief in the Fire Department
- **Second Level Supervisor** - Lieutenant in the Police Department; Battalion Chief in the Fire Department
- **Supervisor** - Sergeant in the Police Department; Captain in the Fire Department
- **Field Supervisor**
- **Advanced Journey** - Sometimes called Master or Senior
- **Journey** - Also called Level II
- **Entry** - Also called Level I

Involvement and Response Teams (IRT)

We work in teams to discuss work issues. Work issues can include problem solving, productivity improvements and work planning. A team is usually a group of employees that work together and report to the same supervisor. You can help your group solve work issues by participating in the team. These teams are called Involvement and Response Teams. Depending on your department's needs, these meetings are held on a regular or as needed basis.

The team process includes identifying work issues, brainstorming possible solutions to the issues and choosing the best solution. Your supervisor or a coworker may lead your work group through the process.

During the meetings, any ideas or suggestions that you have will be helpful.

Sometimes employees from different work groups may meet to discuss common issues. For example, equipment operators and mechanics may get together to discuss a piece of equipment that does not work properly.

Many of the issues and solutions are reviewed by department heads and the management staff. This gives them a better understanding of what the work groups are doing and where the problems are. They are always available to help groups solve problems.

Supervision

Your supervisor is the person you should talk to when you have a question about your job or The City's policies.

Major Benefits

There are four major benefits. You will get booklets or documents that show the details of the major benefits. If you have questions about benefits ask Human Resources or refer to the booklets.

Health Insurance. The City pays for health insurance that covers you and one dependent child. The City will also pay part of the additional cost for health insurance that covers your family.

Life Insurance. The City pays the cost of life insurance for you. You may also buy life insurance for your spouse and dependents at special group rates.

Deferred Compensation. You can have part of your pay deferred to an investment plan. The money that you defer is not counted as income until you withdraw it from the Plan. You can put up to 25% (one-fourth) of your pay into this Plan up to a maximum of \$7,500 each year.

Retirement. The City provides retirement benefits under the North Carolina Local Government Employee's Retirement System.

401(k). You can participate in the Supplemental Retirement Income Plan of North Carolina. This is a tax-sheltered plan in which you can contribute up to 14% of your salary. The 1994 dollar maximum is \$9,240 and is indexed annually. The 401(k) Plan includes a loan provision with an interest rate of prime plus one percent. Repayment is made through payroll deduction.

Education Reimbursement

The City will reimburse part of the cost for your education if the courses or the degree meet these conditions:

- It is at an approved school
- It improves your skills or knowledge for your current job--or--it provides you qualifications for consideration for promotion to the next higher job level
- It is approved in advance
- The cost is first paid by you and is not being reimbursed from another source
- You gain a grade of "C" or higher (or "pass" if pass/fail)
- You are still an employee when the course is completed
- City funds are available

The City will reimburse **one-half** the cost of tuition, fees and required textbooks **up to a maximum** of \$100.00 for an undergraduate course and \$150.00 for a graduate course.

To receive this reimbursement, make sure you tell your supervisor and get advance approval before you start the course.

Workers' Compensation Insurance

The City pays the full cost of this benefit. It covers injuries arising out of or during employment. For the first seven calendar days of absence you will receive full pay. From the eighth day on, pay is partial (usually two-thirds of your regular pay). The medical treatment of job-related injuries is also covered. The payments for treatment and the compensation for income are paid according to the rules of the North Carolina Industrial Commission. If you have **any** accident on the job, report it right away to make sure that the injury is covered.

Service Recognition

Reliable, loyal service of our employees is appreciated and honored. Each year, The City conducts a special event for employees achieving five years of service or more, in multiples of five years. Employees who achieve 25 years of service are honored with membership in The City's Quarter Century Club.

Uniforms

The City provides uniforms to employees for certain jobs and work duties.

Part Time Employees

Part time employees who work more than 1000 hours in a calendar year receive prorated benefits. Part time employees who work less than 1000 hours in a calendar year receive **no** benefits.

Deductions

Deductions from pay are limited to:

- Tax withholding
- FICA withholding (Social Security)
- Retirement
- Deferred Compensation
- 401(k) contributions and loan re-payments
- Dependent care and medical reimbursements
- Credit Union payments and savings
- Employee share of City-sponsored health insurance
- Premiums for City-sponsored life insurance
- Garnishments by a court of competent jurisdiction
- Mandates by law
- United Way contributions
- YMCA membership dues

Direct Deposit

You may have your entire net pay deposited in a single financial institution of your choice.

Overtime

Your supervisor can tell you if you are exempt from the Fair Labor Standards Act (FLSA). Employees not exempted from FLSA will **always** either be paid compensation or be given compensatory time off at one and one half times for working over 40 hours in one week.

If you are exempt, you will ordinarily not be compensated for overtime. Employees exempt from FLSA will be compensated for overtime only when: (1) Work is performed for an absent employee or a vacant position, and approval for pay is granted in advance, or (2) Unanticipated work is necessary to protect life, health, safety, or security. Exempt employees receive straight-time pay for hours worked beyond 40 hours in one week. Approval for payment can be granted by a Department Head for up to 25 hours in a month. Overtime payment for more than 25 hours requires approval by the City Manager.

You are expected to work overtime when requested.

The chance to work overtime is given equally to all employees, to the extent possible, whenever overtime is needed.

NOTE - Overtime for some Public Safety employees is based on work cycles that exceed a standard 40 hour work period.

NOTE - When you accept employment with The City, you also accept that compensatory time off can be given **rather than** overtime pay. Compensatory time off must be taken within three months of working overtime.

Compensatory hours can not be accrued for more than 240 hours. If you terminate employment, accrued compensatory time off will be paid in cash, based on your current rate of pay.

Call Back Pay

Employees not exempt from the Fair Labor Standards Act (FLSA) are paid at least two hours' wages or two hours compensatory time off for being called back to work outside of normal working hours.

Salary Increment

Each year, **based on available funds**, the City Council grants a lump sum payment to all employees who have been employed by The City since January 1st. The payment is based on one percent of your yearly pay. It is usually paid on the first Friday in December.

Annual Leave

Annual leave provides you time for vacationing, rest, relaxation or to conduct personal affairs. Full pay, benefits and the accrual of leave time continue during annual leaves.

Accrual of Annual Leave

For each calendar month you are employed full-time, you accrue Annual Leave time according to your length of service:

Years of Service at the start of the month	Annual Leave Time accrued each month
Less than 7	1 day
7 or more, but less than 14	1¼ days
14 or more, but less than 21	1½ days
21 or more	1¾ days

NOTE - For the calendar month when your employment begins, leave time will only be accrued if employment starts prior to the fifteenth of the month.

Scheduling Annual Leave Time

Each department has its own procedures for requesting and scheduling Annual Leave time. You should make your requests as far in advance as possible (but no earlier than 12 months in advance). Leave time is counted in units of one hour. Usually, employees will not be able to schedule Annual Leave time until they have six months service.

Accumulating Annual Leave

Leave time can accumulate without limit until the end of the calendar year. Then, accumulated leave time is limited to 240 hours for employees with less than seven years service, and limited to 360 hours for employees with seven or more years of service. Unused leave time beyond the maximum is removed from employee accounts with no payments to the employees.

Sick Leave

Sick leave provides you time for health care, physical or dental exams, or treatment and recuperation from a sickness or non-job-related injury. It provides time that you may need for yourself or for a dependent child who is in your care. Full pay, benefits and the accrual of leave time continue during sick leave.

Verification for Sick Leave

You may be required to verify the nature of the sickness and treatment for you or your dependent child. Also, you may be required to be examined by a physician chosen by The City to verify disability, need for treatment, or ability to return to work.

Accrual of Sick Leave

For each calendar month you are employed full-time, you accrue one day of Sick Leave. For the calendar month when your employment begins, leave time will only be accrued if employment starts prior to the fifteenth of the month.

Accumulating Sick Leave

Sick Leave time will accumulate without limit. Retirement credit can be obtained for unused accumulated sick leave time in accordance with the North Carolina Local Government Employee's Retirement System.

Administrative Leave

The City may **impose** Administrative Leave in one or more of the following situations:

- To investigate alleged misconduct
- To legally determine guilt for commission of a crime
- To provide a cooling off period in situations of anger or hostility
- To give time for deliberation when employment status needs to be decided

There is no time limit for the leave but pay and benefits continue for only 30 calendar days and then are only extended if the City Manager approves.

Family and Medical Leave

Family and Medical leave is provided for time needed for: (a) the birth, foster care placement or adoption of a child; (b) to care for a spouse, child or parent with a serious health condition; or (c) the employee's own serious health condition. If you have been employed for a minimum of 12 months, you may use up to 12 weeks of family and medical leave.

All sick and annual leave will be applied to the period of time requested. Requests for family and medical leave must be submitted within 30 days of the expected leave. If a 30 day notice is not feasible, you are required to submit a request as soon as you become aware that leave is required. You may be required to verify the nature of the sickness and

Family and Medical Leave (cont'd.)

treatment for you or your dependent child. You are required to notify your supervisor of whether you will or will not be returning within 5 working days of your projected return date. You may return to the same job, or an equivalent one, if you meet these requirements and return on the projected date. The City does not guarantee that the same job, or an equivalent one, will be available if you do not return at the end of the 12 week period.

Other Leaves

You may be granted a leave of absence for other reasons. For the first 30 calendar days that you are on a leave, you will continue to receive benefits, holidays and to accrue Annual and Sick Leave time.

The City does **not** guarantee that the same job, or an equivalent one, will be available upon the expiration of a leave. The City will make every **reasonable effort** to allow employees to return to the same or equivalent assignment.

Parental Leave -- Time off, with no pay, for an employee to care for a newborn or newly-adopted child for up to six months after the child enters the employee's home.

Other Leaves (cont'd.)

Civil Leave -- Time off, with pay, for Jury Duty or for a subpoenaed appearance in court. Employees must work for the part of the day when they are not in court. Leave is **not** for employees going to court as a plaintiff.

Disability Leave -- Up to six months off, with no pay, for an employee who meets **all** of these conditions:

- Is not able to do available work because of a non-job-related illness, injury or disability, and ...
- Has exhausted annual and sick leave time, and ...
- Is willing to be examined by a physician chosen by The City to verify inability to perform work duties

Education Leave -- Up to six months off to attain education that is recommended by employee's Department Head and approved by the City Manager. Pay may be full, partial or none, and benefits may or may not continue after the first 30 days of the leave.

Military Leave -- Time off to perform military duty. The City pays the difference between the employee's regular City pay and the military pay received for up to 14 days per calendar year.

Personal Leave -- Up to six months off, with no pay, for an employee who meets **all** of these conditions:

- Has a **compelling need** to be absent, and ...
- Has exhausted annual leave time, and ...
- Can have their job duties performed by others during the leave, and ...
- Expect to return at the end of the leave

TIME WORKED/TIME OFF

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Holidays

- **New Years Day**
- **Good Friday**
- **Memorial Day**
(last Monday of May)
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day**
- **Day after Thanksgiving**
- **Christmas** (two days)

On holidays, you will be excused from work with pay - or - will be paid an additional day's pay - or - will have another day off with pay:

If the Holiday occurs...	Then...
On a Saturday	The holiday is observed on the Friday before the holiday
On a Sunday	The holiday is observed on the Monday after the holiday
On your regular day off	You receive an additional day's pay-or-an additional day off with pay within the next three months
During a leave when benefits continue	Holiday is counted as a holiday, not a leave day
During a leave when benefits discontinued	You do not receive holiday pay or additional time off

Bereavement Leave

You will be granted excused time off, with pay, for funerals and deaths as follows:

- Three consecutive work days following the date of death of an immediate family member (spouse, parent, sibling, child, grandparent, grandchild, or parent-in-law)
- One day for the death of a relative other than an immediate family member
- Two hours to attend the funeral of a co-worker

Breaks

Supervisors may grant work breaks. Supervisors will tell employees when and where breaks may be taken.

Your Attendance Responsibilities

You are responsible for conducting your personal affairs and for arranging for health care so that you have little or no absences from work. When you are unable to work or unable to get to work on time, **you must call in before your workshift**, as soon as possible and **no later than one hour before the start of your work shift**. You must call in each and **every day of any absence**. (Note-an employee who is absent for three days without notifying their supervisor is subject to discipline up to and including dismissal.)

Tardiness

Tardiness is starting work late or punching a time card late at the start of the day, at the end of lunch or at the end of a break.

Severe Weather

You may be assigned to a special work category during severe weather. If your work category is essential, you will be told to be at work or to be near a phone and ready to work. If your work category is **no work available**, you can choose to take Annual Leave time or be excused from work with no pay. Your supervisor will tell you which category you are in. You can call an employee hotline phone number (638-2132) or listen to local radio stations to find out when the Severe Weather policies are in effect.

Poor Attendance

Attendance is judged according to the combined number of unexcused absences and tardiness in a 12-month period. Discipline is considered in these progressive steps:

Total Number of Unexcused Absences and Tardiness in Prior 12 months	Discipline Considered
2	Oral Warning
3	Written Warning - Attendance needs improvement
4	Suspension of one to three days without pay - Attendance is unsatisfactory
5	Dismissal

TIME WORKED/TIME OFF

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Excusing, Paying for Absences and Tardiness

Kind of Absence or Tardiness	Excused?	Paid?
Employee was able to call but did not call in	No	No
Reason would be acceptable for Sick Leave but employee has exhausted accrued Sick Leave	Yes	No
Reason would be acceptable for Sick Leave but tardiness is for less than one hour	Yes	Yes
Absence or tardiness is for a reason that is not compelling or was avoidable	No	No
Tardiness is for less than one hour and reason is compelling or unavoidable	Yes	No
Absence or tardiness is for one hour or more, employee has accrued leave time and the reason is acceptable for a leave	Time off is counted as Annual Leave or Sick Leave	Time is counted as Annual Leave or Sick Leave

Procedure for Filling Jobs

Except for special situations (see page 29), these are the procedures for filling jobs:

1. **Job Opening.** The City's annual budget tells each department what jobs are approved. Job openings may occur when new jobs are approved or when approved jobs are vacated.
2. **Qualifications.** The Department and Human Resources decide what qualifications will be needed. Qualifications may be certain skills, knowledge or experience. Also, a person must be able to meet the physical and mental demands of the job.
3. **Search for Candidates** -- The Department and Human Resources decide how to search for candidates. The job opening is posted on City bulletin boards. Sometimes it is also advertised or announced to the public. Qualified **employees will be considered first**, before non-employee applicants are considered.
4. **Screening Candidates** -- Human Resources considers all candidates who are interested in the job. Human Resources tells the Department which candidates appear to fit the needs of the job.
5. **Selection** -- The Department considers candidates and selects the one whose qualifications best fit the needs of the job.

Exceptions to Usual Procedures

The usual procedures for filling jobs (page 28) are not followed in these special situations:

- **Public Safety Jobs** -- Ask your supervisor about the procedures for a public safety job you may be interested in
- **Flexible Staffing** -- In some jobs, you may go from Entry Level (Level I) to Journey Level (Level II) when your experience, knowledge and performance show that you are able to perform at Level II
- **Reclassifications** -- When a job changes over time, it may become a higher or lower level. Employees in jobs that are reclassified remain in the job and move to the new level
- **Priority Candidates** -- Employees in these situations (when qualified) may move into an open job without the job opening being announced:
 - Employees returning from a Leave of Absence
 - Temporary employees becoming regular, full-time employees
 - Employees being moved as part of a reorganization or a reduction of the workforce
 - Employees being moved because of their physical or medical condition
 - Employees moving to a lower level
 - Employees moving laterally for development or to improve work relationships
- **Department Heads and higher** -- Job openings at these higher management levels are filled by procedures set by the City Manager

Working with Relatives

Two members of an immediate family may not work in the same department or administrative unit. If two employees in the same department marry one another, they may only stay in the department if one does not supervise, assign work or lead the other.

Initial Orientation Period

For the first six months of employment all employees are placed in an initial orientation period. During the initial orientation period, the City provides training and guidance on assigned duties, sets performance expectations and monitors performance. This is also an opportunity for the employee to decide whether he/she would like to continue employment with the City. Upon successful completion of the initial orientation period, a 5% pay increase is granted.

Six-Month Rule

Employees are not considered for promotion or transfer during the first six months of employment or during the first six months after a promotion. The City Manager may, on occasion, approve an exception to this rule.

Reduction in Force

If The City ever needs to reduce its workforce, it will decide which jobs to cut based on services to the community and will decide which employees to move or terminate based on performance and length of service.

Pay Changes for Job Changes

Each job has a level. Each level has a pay range that goes from a bottom amount to a top amount. When you move from one pay range to another, your pay is changed according to this chart:

When Move Is...	Pay Is...
To a higher pay range and the move is due to a promotion	Increased 5% or increased to the bottom amount of the new pay range, whichever is higher
To a higher pay range and the move is due to a reclassification of the job	Increased 2½% or increased to the bottom amount of the new pay range, whichever is higher
To a lower pay range and move is due to disciplinary action or is due to unsatisfactory job performance	Decreased 10% or to the maximum of the lower pay range, whichever is lower
To a lower pay range and move is not due to disciplinary action or unsatisfactory job performance	Not changed if employee's current pay is within the new pay range. If current pay is higher than the new pay range, pay may be decreased to the top of the new pay range or may be left unchanged

Pay is Linked to Performance

Your job has a certain pay range. Your pay will be somewhere in that range - at the bottom, the top or somewhere in between. Your pay will depend on how well you are performing your job. Your supervisor will be telling you about your performance many times during the year. Twice a year, your supervisor will conduct a **formal performance review**. At the formal review, you will learn whether your supervisor judges your performance to be unsatisfactory, needing improvement, good, very good or excellent.

Performance Planning

You and your supervisor will be doing performance planning together. You both will decide what is expected of you and how it will be measured. You will also plan your development as a City employee - ways that you can improve and advance.

EEO Policy

The Equal Employment Opportunity (EEO) policy of The City is to:

- Prohibit unlawful discrimination or harassment because of race, color, religion, national origin, sex, age, physical or mental disability, because of one's status as a disabled veteran or veteran of the Vietnam Era, or any other reason prohibited by law
- Prohibit discrimination based on any personal attribute or characteristic not related to job performance
- Apply EEO prohibitions to all employment decisions and personnel policies and practices
- Make reasonable accommodations for the physical and/or mental limitations of otherwise qualified employees or applicants with disabilities

Sexual Harassment Policy

Sexual harassment by or of employees of The City of Salisbury in any form is strictly prohibited.

- Managers, Supervisors and lead personnel are prohibited from threatening or insinuating that whether an employee submits to or rejects sexual advances will in any way influence or affect the employee's employment, pay, advancement, duties or any other condition of employment
- All employees are prohibited from any conduct that is sexually harassing or which may create an offensive work environment. This includes, but is not limited to, repeated, offensive or unwelcome flirtations, advances, propositions; commentaries about an individual's body; sexually degrading words used to describe an individual; or the display of sexually suggestive objects or pictures

Reasonable Accommodation

Reasonable accommodations to enable handicapped employees to perform their jobs include removal of architectural barriers, modification of equipment and modification of job tasks. Determining what is reasonable is based on consideration of cost, safety, productivity and efficiency of City operations.

EEO and Disciplinary Action

Harassment or unlawful discrimination by any employee will not be tolerated. In fact, it will be dealt with firmly and:

- May result in disciplinary action up to and including dismissal
- May lead to personal legal and financial liability

If you have on-the-job problems that interfere with your ability to do your work, ask your supervisor for some time to talk over the problem. Most of your problems can be resolved by talking with your supervisor.

EEO Complaints

If you have any complaint about violations of the City's EEO policies or Sexual Harassment policy or if you are dissatisfied with the behavior of any employee, **you should present your complaint to your supervisor.** If there are unusual circumstances, you may report your complaint, instead, to higher level supervision in your organization, one level at a time, **or you may report your complaint to the Human Resources Director.** Complaints will be investigated and resolved promptly. Complaints will be handled confidentially with no intimidation or retaliation against you for exercising your right to complain.

Grievance Procedure

If you are dissatisfied with any City policy or procedure or if you have a problem with the interpretation or application of rules and regulations that cannot be worked out by talking to your supervisor, you can use the City's Grievance Procedure outlined below:

■ Step 1.

Within ten working days of becoming aware that there is reason for a complaint, the employee must discuss the grievance with his/her supervisor. The supervisor must respond in writing signed by the Department Head within five working days.

Grievance Procedure(cont'd)

■ Step 2.

If the grievance is not resolved, the employee may appeal the decision by contacting the Human Resources Director within four working days of receipt of the decision. The Human Resources Director will review the grievance, gather additional relevant information and return the grievance in writing to the Department Head for further study. The Department Head will review the grievance and respond to the employee in writing within five working days with a copy to the Human Resources Director.

■ Step 3.

If the grievance is not resolved, the employee may appeal the decision by contacting the Human Resources Director within four working days of receipt of the decision. The Human Resources Director will forward all documents and information to the City Manager. The City Manager will provide a written response within five working days. At the discretion of the City Manager, hearings and/or personal interviews may be arranged prior to rendering a final decision.

Wellness Programs

The City supports and sponsors activities and programs that promote the good health and well-being of employees:

- Health screening programs
- 10% discount for YMCA membership
- Weight-loss programs
- Other activities that promote wellness

Chronic Diseases

Employees with a chronic disease, including cancer, heart disease, multiple sclerosis and AIDS, are permitted to work provided that these conditions are met:

- They are medically fit to work
- They are able to perform their job satisfactorily
- Their condition is not a health or safety risk to others
- They take any necessary precautions to avoid transmission of any disease

If employees meet these conditions, **no special consideration** is needed **for other employees** who may feel threatened.

Exposure to Disease

Report any work-related incident of exposure to disease such as HIV. Vaccination against Hepatitis B infection is offered to all employees whose work duties expose them to infection.

Safety

Your safety on and off the job is important to The City. Safety meetings are held regularly and The City provides you the equipment needed to perform your work safely. Report unsafe conditions to your supervisor. Awards are given each year to the departments with the best safety records.

On-The-Job Accidents

You **must** take two steps for any and all on-the-job accidental injuries:

- Report it to your supervisor as soon as practical
- Treat the injury with first aid, visit The City physician or go to an Emergency Room (go with a supervisor whenever practical)

If you have a vehicular accident:

- Get medical attention for all injured parties
- Notify a supervisor and the Risk Management Officer
- Stay on the scene and do not move vehicle until advised by a police officer or the Risk Management Officer
- When the on-the-scene investigation is over, take the vehicle to Fleet Management

Rules of Conduct

Please make sure to read and understand this section of the Handbook. Rules and discipline are for your benefit. They help us work together in harmony and safety. They help us do our job better.

Discipline

Discipline may be a warning, or a suspension (time off with no pay) or it may be dismissal. Discipline will be considered for any violation of the rules shown in this Handbook. Discipline may also be considered for other misconduct or failure to do job duties which may not be shown in this Handbook.

Other Employment

You are expected to treat your job with The City as your only job or as your most important job. If you have another job or if you are doing work on your own, you must still be able to have good attendance and be able to do satisfactory work at your job with The City.

Political Activity

You are expected to support good government, and you may be active in politics. But, as a city employee, these activities are **not allowed**:

- Political or partisan activity while on duty
- Using official authority or influence to interfere or affect the result of an election or a nomination to office
- Requiring, coercing or compelling others to contribute funds or services for political or partisan purposes
- Using any City supplies or equipment for political or partisan purposes

Confidential Records

City records that have information about City employees are confidential. Except when authorized by the Human Resources Director or the City Manager, you may not (or allow anyone else to) examine these records, copy or remove them, or change or destroy them. Persons who violate these confidentiality rules may also be violating state law.

City Vehicles

Vehicles owned by The City are to be used **only** for official City business. The vehicles are not to be used for personal purposes or for the transportation of non-authorized persons or material. Vehicles used for and equipped for emergency recall may be taken to the employee's home as specified in department manuals. All other vehicles must remain at the work location during off-duty hours. If a vehicle owned by The City is involved in an accident, the Police Department and the Risk Management Officer must be notified immediately.

Loss of Driving Privileges

Employees are required to report to The City any loss or reduction of driving privileges due to driving while impaired or other motor vehicle violations.

Tobacco Use

Many jobs and work locations have rules that restrict the use of tobacco. This is to protect the health and comfort of employees. Ask your supervisor about what rules may apply to you.

Parking

There are parking areas for your vehicle. Please use these areas. Park and drive with consideration for the safety and access of others.

Soliciting

"Soliciting" means asking someone to buy or to give money or to take some action. It includes selling raffle tickets, passing out literature, selling merchandise, passing petitions around, and making requests for donations. Soliciting employees during work times or soliciting employees anytime within work areas is prohibited **except** when it is for a recognized, legitimate charity and is not done excessively.

In circumstances where there is a question as to a charity's legitimacy or to the excess of solicitation, the Department Head will make the final authorization.

Alcohol and Drug Abuse

The City intends for its employees to have a safe and wholesome work environment, free from the detrimental effects of alcohol and drug abuse. Employees who engage in prohibited drug-or-alcohol-related activities will be subject to disciplinary action up to and including dismissal and, when applicable, to criminal prosecution.

Prohibited Activities

The following activities are strictly prohibited:

- The use, possession, distribution, transportation, sale, purchase or transfer of alcohol, any controlled substance, illegal drugs, or prescription medication without a prescription on City property or while at work or while conducting City business
- Off the job use of alcohol, a controlled substance or illegal drug when such use affects an employee's job performance, jeopardizes the safety of others or generates publicity that adversely affects The City or its employees
- Illegal activities regarding alcohol, controlled substances or illegal drugs that lead to arrest or notoriety

The terms "controlled substance" and "illegal drug" refer to all forms of narcotics, depressants, stimulants, hallucinogens, marijuana and all other substances whose use, possession or sale is restricted or prohibited by law.

Testing for Alcohol and Drug Use

The City reserves the right to test employees for drug or alcohol use. Testing will normally occur under one of the following circumstances:

- When an accident, near-accident, or injury occurs on the job. If an on-the-job injury occurs, a test for alcohol consumption and presence of non-prescribed drugs may be performed. Positive results could result in denial of Workers' Compensation benefits under North Carolina law
- Upon reports of drug or alcohol use on City property or vehicles
- When visual observation of an employee suggests that he or she may be unfit for duty
- Upon Medical information or observation suggesting alcohol or drug abuse
- Where management has reason to believe that an employee is in possession of or using drugs or alcohol
- As part of a monitoring or probationary program for employees who have, or may have, violated The City's drug and alcohol policies
- Otherwise when and where The City, in its sole discretion, has cause

An employee who refuses to consent to a test to detect alcohol or drug use or who alters a test is subject to disciplinary action up to and including dismissal.

Prescribed and Over-The-Counter Drugs

An employee using any legally-prescribed narcotics, depressants, or stimulants or any over-the-counter or prescribed drug or medicine that causes drowsiness or that contains a warning about operating machinery **must** report the use to their supervisor so that safety and satisfactory job performance can be assured.

Exception: The City Manager, Human Resources Director and all employees of departments responsible for the administration, disbursement, project implementation of and all other matters related to Housing and Urban Development funds are not subject to the above stated requirement regarding prescribed and over-the-counter drugs, except in a situation where the operation of equipment may cause a threat to the employee, co-workers, or the public.

Drug-Related Arrests

Employees are required to report to The City any arrest for a drug or controlled substance offense including the use, sale, distribution or possession **during working or non-working hours**. An employee who fails to report such an arrest is subject to disciplinary action up to and including dismissal.

Failure in Performance of Duties

These are **examples** of failure in performance of duties that will cause discipline to be considered, up to and including dismissal:

- Unsatisfactory attendance
- Unsatisfactory job performance due to inefficiency, negligence, or incompetence
- Discourtesy to the public or other employees
- Violation of the Equal Employment Opportunity or Sexual harassment policies
- Failure to follow safety rules and regulations, including failure to report an on-the-job accident or injury
- Improper disclosure of City records and documents
- Failure to perform job duties for reasons within the employee's control

Misconduct

These are **examples** of misconduct that will cause discipline to be considered, up to and including dismissal:

- Fraud or misrepresentation in securing an appointment, job placement or an employee benefit
- Misappropriation of City funds or property
- Falsification of City records
- Violation of the Alcohol and Drug Abuse policies
- Willful damage of property
- Willful acts that could endanger the lives, physical well-being, or property of others
- Acceptance of gifts in exchange for "favors" or "influence"
- Outside employment that is incompatible or a conflict of interest with City employment
- Violation of Political Activity policies
- Violating the Soliciting Rule
- Wearing clothing at work that violates generally accepted standards of modesty, that is unsafe, or that displays pictures or messages that are offensive or inappropriate for City employment
- Littering; failure to keep work area clean and orderly
- Placing items on bulletin boards that have not been approved by a supervisor

Misconduct (cont'd.)

- Allowing unauthorized visitors access to work sites or City facilities
- Using tobacco in unauthorized areas
- Threatening, coercing, or intimidating fellow employees
- Sexual activity while at work or in a City facility
- Fighting, horseplay, or disorderly conduct
- Excessive personal use of City telephones
- Stopping work or leaving work areas during scheduled work hours without permission of supervision
- Inability to perform driving duties because of the loss or reduction of driving privileges due to driving while impaired or other motor vehicle violation
- Conviction (or plea of "no contest") to a crime which is a felony, involves moral turpitude or which would adversely affect performance of duties
- Unauthorized possession of firearms or weapons

From time to time, single pages of the Handbook or the entire Handbook may be reissued. These reissues will be to clarify or to change policies or rules. Reissues will be given to you by your supervisor.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Issued October, 1991

I have received my copy of The City of Salisbury Handbook for Employees. I understand that it outlines the benefits, policies and rules for me as an employee. My responsibility is to be familiar with the information in the Handbook and to follow the rules and procedures that it describes.

I understand that The City retains the right, at any time for any reason, to change any provision of this Handbook or any terms and conditions of employment.

Employee's Full Name (print)

Employee's Signature

Date